



south dakota DEPARTMENT OF EDUCATION

South Dakota State Library

Tutorial

InterLibrary Loan: WorldCat Overview

- 1.) At the State Library homepage, <http://sdsstatelibrary.com>, go to the icons listed under "DATABASES:" and click on the following icon:



- 2.) On the page, "DATABASES: Articles, Indexes and Directories" scroll down to the bottom of the page and click on the [WorldCat](#) selection. The following screen will appear, you will need to put your library card number for **borrowing** (not your card that you give students for databases), [215830000####](#) and your **password** (generally the first word of your school or library name).

Barcode:

Password:

Submit

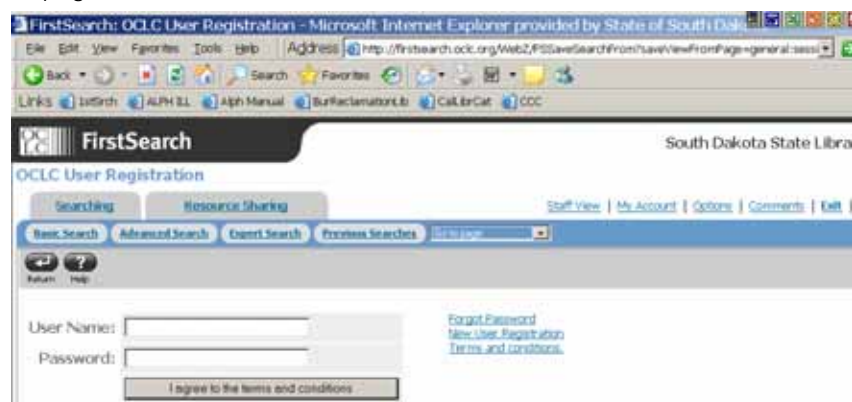
Cancel

If you don't know the password, please call the State Library and ask for the Circulation Department.

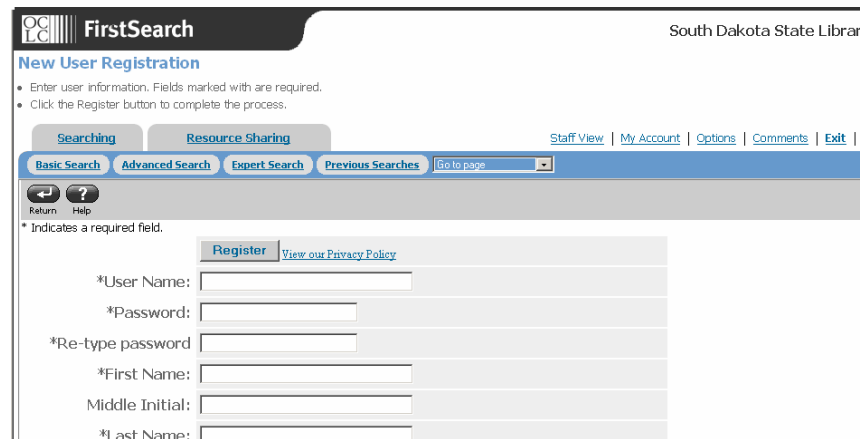
- 3.) When the screen below displays, click on the "[My Account](#)" words on the right side of the screen:



- 4.) The following screen will display, click on the words, "[New User Registration](#)" which are in the middle of the page:



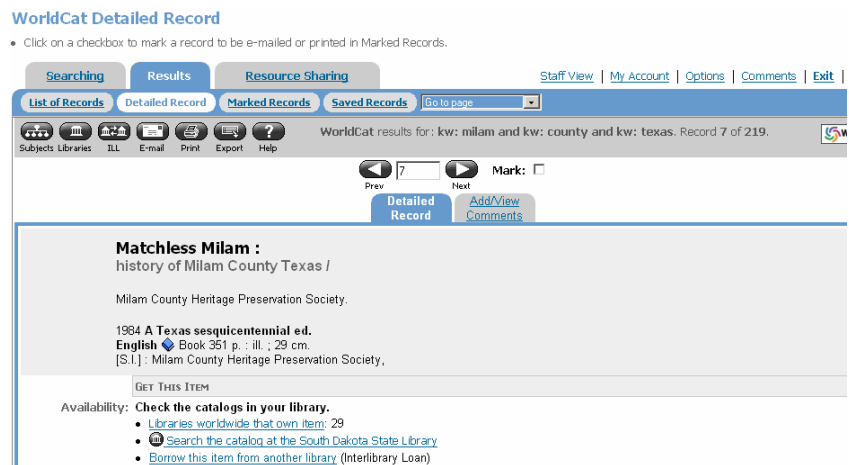
- 5.) The following screen will display, you will need to fill in the information required which is marked with an *, also be sure to put the library name in the first address line plus the library mailing address in the second address line. When you are done you will need to click on the “[Register](#)” button.



The screenshot shows the 'FirstSearch' New User Registration page. At the top, it says 'FirstSearch' and 'South Dakota State Library'. Below the title, there are instructions: 'Enter user information. Fields marked with an * are required.' and 'Click the Register button to complete the process.' The page has a navigation bar with 'Searching' and 'Resource Sharing' tabs, and links for 'Staff View', 'My Account', 'Options', 'Comments', and 'Exit'. Below the navigation bar, there are tabs for 'Basic Search', 'Advanced Search', 'Expert Search', and 'Previous Searches', along with a 'Go to page' dropdown. A 'Return' button and a help icon are also present. The main form area has a note: '* Indicates a required field.' and a 'Register' button with a link to 'View our Privacy Policy'. The form fields are: '*User Name:', '*Password:', '*Re-type password', '*First Name:', 'Middle Initial:', and '*Last Name:'.

****In the future when using WorldCat, after logging on, you will need to go to the “[My Account](#)” screen (screen 2) above and sign in before starting to search.

- 6.) After searching and finding the book or item that you want to order, when you click on a specific record a screen similar to the screen below will display. To request this item, you will need to click on the words, “[Borrow this item from another library](#) (Interlibrary Loan)”, which is at the bottom of this example, screen 4.



The screenshot shows the 'WorldCat Detailed Record' page for the book 'Matchless Milam : history of Milam County Texas / Milam County Heritage Preservation Society.' The page has a navigation bar with 'Searching', 'Results', and 'Resource Sharing' tabs, and links for 'Staff View', 'My Account', 'Options', 'Comments', and 'Exit'. Below the navigation bar, there are tabs for 'List of Records', 'Detailed Record', 'Marked Records', and 'Saved Records', along with a 'Go to page' dropdown. A 'WorldCat results for: kw: milam and kw: county and kw: texas. Record 7 of 219.' message is displayed. The main record area shows the title 'Matchless Milam : history of Milam County Texas / Milam County Heritage Preservation Society.' and the publication information '1984 A Texas sesquicentennial ed. English Book 351 p. : ill. ; 29 cm. [S.L.] : Milam County Heritage Preservation Society,'. Below the record, there is a 'GET THIS ITEM' section with the availability 'Check the catalogs in your library.' and three links: 'Libraries worldwide that own item: 29', 'Search the catalog at the South Dakota State Library', and 'Borrow this item from another library (Interlibrary Loan)'.

- 7.) A screen with your registered information will display as in the example below. You will need to click on the, “[Submit](#)” button and the request will be processed.

The screenshot shows the 'Interlibrary Loan Request' page on the FirstSearch website. The page header includes the FirstSearch logo and 'South Dakota State Librarian'. Below the header, there are instructions: 'Fill in the request form and click on Submit.', 'Labels for any required fields are *highlighted.', and 'Please read the: [WARNING CONCERNING COPYRIGHT RESTRICTIONS](#).' The page has tabs for 'Searching', 'Results', and 'Resource Sharing'. Under 'Resource Sharing', there are sub-tabs: 'List of Records', 'Detailed Record', 'Marked Records', and 'Saved Records'. A 'Go to page' dropdown menu is visible. The current database is 'WorldCat' and the title is 'Matchless Milam : history of Milam County Texas /'. A disclaimer states: 'This service is available to South Dakota libraries. I understand that failure to return library materials will result in loss of borrowing privileges and that a bill will be turned over to SD State Collection Services. There is no charge for this service. Use the TAB key to move between fields. Out-of-state individuals should contact their library. Out-of-state libraries should use the Interlibrary Loan (ILL) systems, forms, and protocols. Failure to return library materials will result in a loss of borrowing privileges and a bill will be turned over to SD State Collection Services.' At the bottom, there are 'Submit', 'Clear', and 'Cancel' buttons. Below these, there are three question marks. The form fields are: '*Your Name: Jacobsen', 'Street/P.O. Box: 800 Governors Drive', 'City: Pierre', and 'State: US-SD'. Each field has a question mark icon to its right.

- 8.) To view what you have ordered on WorldCat, click on the, “[Go to page](#)” and scroll down to, “[My Requests](#)” ... see screen 6 below.

The screenshot shows the 'WorldCat Detailed Record' page on the FirstSearch website. The page header includes the FirstSearch logo and 'South Dakota State Librarian'. Below the header, there is a green checkmark and the text: 'Your resource sharing request was sent successfully.' There is a note: 'Click on a checkbox to mark a record to be e-mailed or printed in Marked Records.' The page has tabs for 'Searching', 'Results', and 'Resource Sharing'. Under 'Resource Sharing', there are sub-tabs: 'List of Records', 'Detailed Record', 'Marked Records', and 'Saved Records'. A 'Go to page' dropdown menu is visible. The current database is 'WorldCat' and the title is 'Matchless Milam : history of Milam County Texas /'. A disclaimer states: 'This service is available to South Dakota libraries. I understand that failure to return library materials will result in loss of borrowing privileges and that a bill will be turned over to SD State Collection Services. There is no charge for this service. Use the TAB key to move between fields. Out-of-state individuals should contact their library. Out-of-state libraries should use the Interlibrary Loan (ILL) systems, forms, and protocols. Failure to return library materials will result in a loss of borrowing privileges and a bill will be turned over to SD State Collection Services.' At the bottom, there are 'Submit', 'Clear', and 'Cancel' buttons. Below these, there are three question marks. The form fields are: '*Your Name: Jacobsen', 'Street/P.O. Box: 800 Governors Drive', 'City: Pierre', and 'State: US-SD'. Each field has a question mark icon to its right.

The screen 7 example below will display what records you have ordered. It will tell you the status of the request and allow you to “[Cancel](#)” or to ask for a “[Renewal](#)”.

The screenshot shows the 'My Requests' page on the FirstSearch website. The page header includes the FirstSearch logo and 'South Dakota State Librarian'. Below the header, there is a note: 'Ask your library staff about the status of any journal requests that are missing from this list. They may be ready for you to pick up.' The page has tabs for 'Searching', 'Results', and 'Resource Sharing'. Under 'Resource Sharing', there are sub-tabs: 'List of Records', 'Detailed Record', 'Marked Records', and 'Saved Records'. A 'Go to page' dropdown menu is visible. The current database is 'WorldCat' and the title is 'Matchless Milam : history of Milam County Texas /'. A disclaimer states: 'This service is available to South Dakota libraries. I understand that failure to return library materials will result in loss of borrowing privileges and that a bill will be turned over to SD State Collection Services. There is no charge for this service. Use the TAB key to move between fields. Out-of-state individuals should contact their library. Out-of-state libraries should use the Interlibrary Loan (ILL) systems, forms, and protocols. Failure to return library materials will result in a loss of borrowing privileges and a bill will be turned over to SD State Collection Services.' At the bottom, there are 'Submit', 'Clear', and 'Cancel' buttons. Below these, there are three question marks. The form fields are: '*Your Name: Jacobsen', 'Street/P.O. Box: 800 Governors Drive', 'City: Pierre', and 'State: US-SD'. Each field has a question mark icon to its right.

Item	Description	Pick-up Location	Status	Cancel/Renew
Request 1	Matchless Milam : history of Milam County Texas / ; [S.L.] : Milam County Heritage Preservation Society, 1984 Request ID: 27372331	Mail it to me	Submitted	Cancel